

# 1099 Guide

**Step 1:** Review your records to see if any of the vendors that you have paid qualify for the requirements to issue a 1099. We have included a flow chart to help you.

**Step 2:** Make sure you have all required information from your vendor. If you need help determining what information you need, please have your vendors complete a W-9. You can obtain a copy at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.

**Step 3:** Complete the template that we have provided for you.

**Step 4:** Return the template to SKDO.

\*This can be returned by mail

SKDO  
1605 N Convent  
Bourbonnais, IL 60914

\*Fax: 815-935-0360

or

\*E-mail – [info@skdocpa.com](mailto:info@skdocpa.com)

**\*\*Make sure to return the template to SKDO by January 22, 2024\*\***

**Step 5:** SKDO will return copies for your records and recipient copies. Please make sure you deliver the recipient's copies to them by **01/31/2024**.